

# WASHINGTON MILITARY DEPARTMENT

*"Citizens Serving Citizens With Pride & Tradition"*

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## **State Civilian Job Opportunity**

### **GRANTS / CONTRACT MANAGER** **HOMELAND SECURITY GRANT PROGRAM** **(Emergency Management Program Specialist 2 397b)**

**OPENS:** March 3, 2006  
**CLOSES:** Further Notice  
**LOCATION:** Camp Murray, Tacoma (Lakewood), WA  
**SALARY:** Range 52 \$3318-4247 per month, depending on qualifications  
**Recruitment #** DR-06-006-OC

There is one opening with the Washington Military Department at Camp Murray (near Fort Lewis). This register will be used to fill vacancies as they occur in Tacoma (27.7).

#### **AGENCY OVERVIEW**

The Washington Military Department has three major operational divisions: Army National Guard, Air National Guard and Emergency Management. These divisions utilize state and federal resources to perform homeland defense, homeland security, and emergency mitigation, preparedness, response and recovery activities. The Department has a strong culture of service. Our mission is to protect the citizens of Washington, their property and the environment on a twenty-four hour a day basis and to provide trained military units in support of civil authorities for domestic emergencies and in support of federal combatant commanders for national defense and homeland security missions. To learn more information about the Military Department, visit our website at [emd.wa.gov](http://emd.wa.gov).

#### **DIVISION MISSION**

The mission of the Emergency Management Division in Washington State is to minimize the impacts of emergencies and disasters on the people, property, environment, and the economy of Washington State.

#### **POSITION OBJECTIVE**

Under the Supervision of the Homeland Security Section Manager, works independently to provide professional level emergency management support to statewide Homeland Security / Terrorism activities within the Homeland Security Section in support of the Division, Department and State Terrorism / Homeland Security Programs.

### **KEY RESPONSIBILITIES**

- Interprets and applies complex grant guidance, policy and rules in the completion of varied, high dollar grant programs.
- Manages a budget of up to \$50 million in grant funding. Ensures expenditures are authorized and within budget. Tracks expenditures using complex spreadsheets.
- Provides excellent customer service to local jurisdictions, tribal entities and state agencies to develop project descriptions and associated budgets.
- Prepares and delivers presentations to large and small audiences regarding homeland security grant funding, internal processes, and new procedures / policies.
- Authors succinct policy statements regarding homeland security grant funding for dissemination to sub-grantees.
- Provides technical support to state agencies and jurisdictions regarding all aspects of the Homeland Security Grant Program, including travel to jurisdictions to assist in preparation of reporting templates and other federally required activities.
- Attends Committee on Homeland Security meetings; provide briefs and interact with members on related grant issues as required to meet both committee and unit mission objectives.
- Works closely with program / grant staff to consolidate processes, minimize work requirements, increase overall efficiency and maintain program continuity.

### **CONDITIONS OF EMPLOYMENT**

- Union Shop - This position is covered by a union shop provision. Therefore, as a condition of employment, candidates who are appointed are required to become members of the Washington Federation of State Employees, or arrange to pay to that union a fee equivalent to its regular monthly dues. The union shop provision shall be effective on the first day of the month following the employee's initial 30 days in this classification.
- EOC / JFO - Upon activation of the Emergency Operations Center (EOC) or Joint Field Office (JFO), you may be required to report to work at Camp Murray or other locations around the state. Activations may occur at any time during the day or night and often requires that you work for extended periods of time in a fast paced/stressful environment.
- Military Facilities – Must be willing to work in or around Military facilities and programs.
- Travel – Must be willing and able to remain in travel status that averages approximately 10 percent of the time. This includes statewide and nationwide travel.

## **REQUIRED EDUCATION AND EXPERIENCE**

Two years of experience as an Emergency Management Program Assistant;

OR

A Bachelor's degree AND two years of professional level experience in emergency management, financial management (grant, contracting, claims management, budgeting), training/education, public information/affairs, program/project management, environmental analysis or planning, civil/structural engineering, legislative affairs, and/or urban planning. Additional qualifying experience will substitute, year for year, for the education requirement. A Master's or Ph.D. degree will substitute for one year of the experience requirement.

AND

One year of experience either monitoring and evaluating grants for federal, state, local governments, or private entities OR developing, negotiating, monitoring, and administering contracts with public and private entities. Note: This experience may be gained concurrently with the professional experience listed above.

## **DESIRED SKILLS / ABILITIES:**

- Understand and apply basic budgeting principles in coordination of up to \$50 million in grant funds; maintaining accurate balances, running financial reports and ability to explain budget numbers to staff, stakeholders, and management.
- Prepare and complete contracts, scopes of work and associated deliverables in accordance with grant guidance.
- Analyze complex grant guidance and assessment needs; interpret data and validate assessment information.
- Communicate effectively with diverse stakeholders; diffusing hostile conversations; ability to communicate in writing and orally; confidence in presentations.
- Provide excellent customer service. Interact professionally with internal and external stakeholders on sensitive and / or confidential issues dealing with state, local, and federal homeland security or other applicable issues.
- Document information or update records so that they reflect the most current information and maintain an account of changes, decisions, activity and work performed.
- Use Microsoft Office Suite (including word processing, PowerPoint, and Excel) to develop complex documents in support of program objectives.

## APPLICATION PROCESS

Individuals interested in applying for this position should submit the following to [applicant8@mil.wa.gov](mailto:applicant8@mil.wa.gov) :

1. [A current Washington State Application form](#).
2. Responses to the supplemental questions listed below.
3. A list of at least three employment references which includes your two most recent supervisors and one peer.

Electronic application packets are preferred. Individuals who are not able to submit electronically may submit a hard copy to:

Jennifer Connely, Human Resource Consultant  
Camp Murray, Bldg. # 33  
Tacoma WA 98430-5006  
Voice/Message (253) 512-7522  
Fax (253) 512-7808

**Please note: Candidates who applied under the 2005 recruitment do not need to reapply.**

## SUPPLEMENTAL QUESTIONS

1. Are you willing to accept all of the conditions of employment listed in this announcement? Yes or no.
2. Please describe your grants / contract management experience. Include in your response the type of grants / contracts (federal, state, local governments or private sector), the number of grants / contracts you managed at one time, and the largest dollar amount of the grants / contracts you were responsible for.
3. Computer Skills:
  - a. Excel. Please describe your experience developing and maintaining complex spreadsheets. Include in your response your experience utilizing functions and / or linking spreadsheets.
  - b. Microsoft Word. Please describe your experience developing complex documents utilizing Microsoft Word.
  - c. PowerPoint. Please describe your experience developing and / or updating PowerPoint presentations.
4. Tell us why you are a good candidate for this position. What strengths will you bring to the position?

***The Washington Military Department is an equal opportunity employer. Persons of disability needing accommodation in the application process, or those needing this announcement in an alternative format, may call Jennifer Connely at (253) 512-7522 or Telecommunications Device for the Deaf (253) 512-7298.***